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NATIONAL PHOTOGRAPHIC INTERPRETATION CENTER

NPIC INSTRUCTION  
NO. 5-1 (Revised)

PUBLICATIONS  
22 February 1971

REGULATORY ISSUANCES

RESCISSION: NPIC Instruction No. 5-1, dated 21 November 1968

1. The NPIC regulatory system is comprised of three types of issuances -- NPIC Instructions, NPIC Notices, and [redacted] Bulletins.

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- a. Instructions are the basic medium for prescribing directives of a continuing nature. They establish organization, delegate authority, assign responsibilities and prescribe policy.
- b. Notices are used to disseminate transitory information to military and civilian employees of the Center, and to announce personnel assignments. Notices will carry an expiration date, and they need not be filed as permanent issuances.
- c. [redacted] Employee Bulletins are used to disseminate transitory information of interest to all employees employed in the Building. (Example: change in cafeteria hours.)

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2. The normal distribution (Distribution A) of Instructions and Notices will be to the working level of each Group and Staff. However, selected issuances may be given either an "All Employee" or "Limited" dissemination on a need-to-know basis. [redacted] Employee Bulletins will be distributed to all military and civilian personnel assigned to the Center (including IAS, SPAD, DC-2 and DI-8), and selected issuances may be forwarded to [redacted] and to the OBGI/Map Library Division for information. [redacted] Employee Bulletins will normally be unclassified.

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Declassification Review by NGA

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3. NPIC regulatory issuances will be published only upon approval of the Office of the Director, NPIC. The Support Staff, NPIC, is responsible for insuring necessary coordination, approving format and numbering, making arrangements for the publication and dissemination and maintaining the master file for all NPIC regulatory issuances. NPIC components should forward drafts of proposed NPIC Notices and Instructions to Chief, Support Staff for coordination and issuance.

4. Both Instructions and Notices will bear the appropriate subject category title and category number as reflected in the following list. Each successive issuance within a particular category will then be numbered in ascending sequence. However, when an Instruction is being published to update an earlier Instruction on the same subject, the newer version may carry the same number followed by the word "Revised". This will insure continuity in cross-references which may exist in other documentation. Existing NPIC regulatory issuances which are not titled or numbered in accordance with the provisions of this Instruction will be retitled or renumbered as they are revised.

<u>Category</u> <u>No.</u>	<u>Subject</u>	<u>Category</u> <u>No.</u>	<u>Subject</u>
1	Organization	31	Audit
5	Publications	45	Logistics
7	Management	50	Operations - General
10	Security	51	Intelligence Activities
15	Medical	60	Liaison
18	Training	70	Records and Correspondence
20	Personnel	90	Communications
22	Travel	110	Dispatches
30	Financial Administration	230	Plans, Programs, and Projects

5. Future issuances which are applicable only to CIA activities and personnel within the Center will clearly state that fact.

6. Internal component issuances are instructions written exclusively for the guidance and direction of personnel and activities under the direct supervision of a component chief. They may be issued by a

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component chief for internal guidance provided the issuance is consistent with Center policy and the originator effects coordination with any component affected by the proposed issuance.



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ARTHUR C. LUNDAHL  
Director

Distribution: A

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